



## **CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS**

*“Honoring California’s Veterans”*

### **SERVICE ASSISTANT (CUSTODIAN)**

**Limited Term (6 mos.), Full-Time**

**\*May become Permanent, Full Time**

**\$2215 - \$2693 Monthly**

**Final Filing Date: Until Filled**

#### **LOCATION:**

**Veterans Home of California, Chula Vista  
700 East Naples Court, Chula Vista, CA 91911**

#### **Who should apply:**

Current State employees in this classification or those who are eligible on a certification list; transfers or reinstatement may apply for this vacancy.

**The salary listed for the classification will be adjusted to comply with the provision of the 2012 Personal Leave Program.**

**NOTE:** APPOINTMENT IS SUBJECT TO SROA/SURPLUS PROVISIONS. PLEASE ATTACH YOUR SROA /SURPLUS LETTER TO YOUR APPLICATION AND INDICATE THAT YOU ARE ON SROA STATUS /SURPLUS STATUS IN THE “APPLYING FOR” SECTION OF THE STD 678 EXAMINATION/EMPLOYMENT APPLICATION. APPLICATIONS, WHICH INDICATE SROA/SURPLUS STATUS, WILL BE GIVEN FIRST PRIORITY.

**If you are not a current State employee** or otherwise eligible, you may qualify for a civil service examination based on the minimum qualifications for the classification. To view a current listing of examinations being offered by the California Department of Veterans Affairs, please visit our website at [www.calvet.ca.gov](http://www.calvet.ca.gov), or to view examinations offered by all State departments; please visit the State Personnel Board’s website at [www.jobs.ca.gov](http://www.jobs.ca.gov).

HONORABLY DISCHARGED WHO MEET THE REQUIREMENTS LISTED ABOVE, ARE ENCOURAGED TO APPLY.

#### **Duties & Responsibilities:**

(Under the general direction and supervision of the Custodian Supervisor II)

Assisting in a full variety of cleaning and disinfecting of patient areas, lobbies, clinics, offices, laboratories. Ability to use and care of chemicals, policies, procedures, infection control, with training supervisor. Performs skilled tasks, such as emptying trash, relining containers, fills and polishes dispensers, vacuums and cleans vents. Performs the safety practices used in isolation cleaning, used in blood spills, emergency clean-ups.

**Duties & Responsibilities (cont.):**

Assist with floor and carpet care, such as stripping, waxing, sealing buffing, and scrubbing hard surface floors. Assist in the lifting and carrying of heavy furniture, equipment and supplies. Performing other duties relevant to Sanitation, commonly found in a nursing care facility/hospital setting or office setting, including ongoing training of chemicals, policies, procedures, infection control, etc.

**Desirable Qualifications:**

- Ability to read basic English and communicate effectively at a level necessary for successful participation in training and work assignments.
- Strong communication and customer service skills.
- Ability to learn from on-the-job instructions, to perform an unskilled and semiskilled task.
- Ability and willingness to make changes in your daily schedule, due to staffing issues and needs.
- Knowledge and ability to safely use and care for materials, chemicals and disinfectants.
- Valid Driver's License and proof of insurance.

**How to Apply:**

Visit the State Personnel Board (SPB) website at: [www.jobs.ca.gov](http://www.jobs.ca.gov), to download the application. Submit your completed State Application (Std. 678), and resume to: **Department of Veterans Affairs, Human Resources Division, 700 East Naples Court, Chula Vista, CA 91911 Attn: Lou Dumas.** All State applications must be postmarked no later than the final filing date.

**Note: in Exception Line** on the State application, you must clearly indicate the basis of your eligibility, i.e., list, transfer, SROA, Surplus, Re-employment or Reinstatement, "Training and Development." Failure to do so could result in being rejected from the interview process.

**Questions:**

If you have any questions or request information concerning this posting, or need assistance in the application process, please contact **Lou Dumas, Human Resources Office, at (619) 482-6026.**

AN EQUAL OPPORTUNITY EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. PER MILITARY AND VETERANS CODE, SECTION 80, WHENEVER POSSIBLE, PREFERENCE SHALL BE GIVEN TO VETERANS FOR EMPLOYMENT IN THE DEPARTMENT OF VETERANS AFFAIRS. IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS. APPLICATION S WILL BE SUBJECT TO SCREENING AND ONLY THE MOST QUALIFIED WILL BE INTERVIEWED. SUCCESSFUL COMPLETION OF LIVE SCAN AND A PRE-EMPLOYMENT PHYSICAL SCREENING (INCLUDING DRUG TESTING FOR CERTAIN CIVIL SERVICE CLASSIFICATIONS) WILL BE REQUIRED 575-211-2016-043 RELEASED: 11.05.12